Person Specification

Essential	Desirable
Experience and Knowledge	
• Experience of managing paid and unpaid staff • Experience of Managing and coordinating health and wellbeing projects • Experience of working with vulnerable adults living in a variety of neighbourhoods (e.g. rural and urban) • Knowledge and understanding of the impact of different types of cancers on a person's health • Experience of working with people with complex needs • Extensive community development experience • Experience of successfully coordinating a team or projects to meet a wide range of targets and outcomes set by funding bodies. • Experience of building and maintaining successful relationships with stakeholders • Experience of working offsite including home visits and carrying out community outreach work.	• Experience of working in paid or voluntary capacity in a multi-cultural community • Good knowledge of local communities and services within Calderdale • Experience of successfully developing bids and funding applications with a health and social wellbeing focus
Education and Qualifications	
• 'C' or above in GCSE English or equivalent • Knowledge and experience of MS Office, Excel and email	• Evidence of commitment to continuing professional development
Abilities and Skills	
• Motivated to achieve aims and objectives of the cancer community engagement project • Ability to advocate for local people, whilst keeping good working relations with service providers. • Strong organisational skills, including planning, prioritising, report writing and record keeping	• Awareness of volunteering guidelines • Awareness of Issues facing small voluntary sector groups • Ability to speak community languages

Essential	Desirable
• Ability to work towards achieving outcomes and to tight deadlines. • Understand the need for and maintains confidentiality at all times. • Ability to engage and communicate with a diverse range of communities and individuals • Ability to deal with emotionally challenging circumstances • Ability to carry out various methods of consultation in different neighbourhoods • Robust understanding of adult and children safeguarding	
Traits and Characteristics	
• High level of commitment to finding new ways to improve the lives of local people • Innovative and creative approach to tasks • Passionate in pursuing organisational objectives • Reliable, adaptable, enthusiastic and with a sense of humour. • Team player with friendly and outgoing attitude to people • Work on own initiative with minimal supervision • An understanding of equality and diversity issues within a diverse and multi-cultural environment with a commitment to tackling discriminatory practices	
Circumstances	
• Willingness and ability to work outside normal office hours, including evenings and occasionally at weekends • Fit to carry out all tasks associated with the post	• A full UK driving licence and use of car for work